



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE NUMBER: SADC/3/5/2/332

CONSULTANCY FOR TECHNICAL ASSISTANCE TO SADC SECRETARIAT ON STRENGTHENING INSTITUTIONAL CAPACITY

DATE OF ISSUE OF RESPONSES: 22 March 2024

Q No.	Question	Response provided by SADC Secretariat
1a.	<p>Considering that this is a fee-based contract with 100 days (indicative) for a Key Expert with experience in "Regional integration and international cooperation" and 200 days (indicative) for non-key experts with experience in "Compliance Mechanism and Protocol Monitoring, Resource Mobilization, and Engagement with Non-State Actors" where do the resources come from for the development of both online platforms plus the upgrade of the SADC e-library/portal?</p>	<p><b><u>Section 8.3 of the ToRs is amended as follows:</u></b> Non-key experts</p> <p>Upon request by the Secretariat, and in accordance with the profiles identified in the consulting firm’s proposed “Organisation &amp; Methodology”, the firm may be asked to source <b>200 working days</b> (indicative) of short-term expertise to support the following areas: <i>Compliance Mechanism and Protocol Monitoring, Resource Mobilization, Engagement with Non-State Actors, <u>Development of On-line Platforms and Upgrading of e-library/portal.</u></i> The non-key experts will have an extensive experience working in specialised public administration/institutions, preferably in EU institutions and Member States, and/or international organisations.</p> <p><u>The envisaged inputs for IT professionals in development of On-line Platforms and upgrading of e-library/portal is about <b>35 working days.</b></u></p>

		<p>CVs for non-key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles.</p> <p>The contractor must select and hire other experts as required according to the profiles identified in the organisation &amp; methodology [and/or these terms of reference]. It must clearly indicate the experts' profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on.</p> <p>The selection procedures used by the contractor to select these other experts must be transparent, and must be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel must be recorded. The selected experts must be subject to approval by the contracting authority before the start of their implementation of tasks.</p>
1b	What is the envisaged budget for all the IT professionals?	The resources for the development of both online platforms plus the upgrade of the SADC e-library/portal are included in the overall consultancy fees.

End of Responses

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